

SECRET

DD/S 70-0158  
FILED *Bldg 4 M 9*

DD/S 70-0158

15 JAN 1970

MEMORANDUM FOR: Director of Logistics

SUBJECT : Agency Space Requirements

1. I am forwarding to you a copy of my Diary Note on my briefing of the Executive Committee on 9 January of Agency space requirements. The most important aspect is that I informed the group that I was working under a policy directive that there would be no increase in Agency space holdings. Therefore, each Directorate or component proposing space for an activity must in turn make arrangements to provide that space out of their own space holdings. I advised that concurrent with each proposal should be an adjustment of space holdings through which they would effect the accommodation of the new requirement.

2. It is important that we follow this principle carefully. At the same time the Office of Logistics space managers should survey the holdings of each Directorate and should be able to suggest to each Directorate means by which they can economize in their own space holdings. This can be a valuable expedient in meeting new space requirements. We should also keep in mind that units, particularly those involving large space requirements for machine, file or other type holdings, could be considered for moves to either  I am thinking of activities which require large special-purpose space but are operated by a limited number of personnel.

3. At this juncture of no space availability we must take the initiative in developing space solutions and I feel certain that these will be well received by the components.

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

Att.

DD/S:RLB:ksb (14 Jan 70)

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DD/S 69-5793

*Bldg 419*  
*1970*

MEMORANDUM FOR: Chief, Logistics Services Division

SUBJECT : Utilization of Room

STAT

1. You are hereby authorized to locate the combined team of fifteen DD/P Systems Group and IBM ADP systems design and program personnel in Room  for a period not to exceed twenty-four months.

2. It is understood that, concurrent with the move, the DD/P Systems Group will vacate Room

R. L. Bannerman  
Deputy Director  
for Support

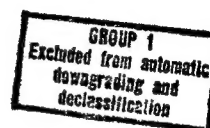
cc: D/Logistics  
C/DDP Systems Group  
SSA/DDS  
C/PS/DDS

DD/S-SOS  (5 Jan 70)

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DD/S 70-0033

*Bldg + 9*  
29 December 1969

MEMORANDUM FOR THE FILE

E-X-T-R-A-C-T

25X1

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[ ] Space: Today I discussed with Ed Proctor, Acting DD/I, the use of the [ ] space (ground floor, Northeast entrance). I advised that this space was needed for turn-around space and at times for conference space. As regards turn-around space I indicated that we were down to 500 square feet of excess space and I needed this space to effect office changes in Headquarters building location. Mr. Proctor good naturedly said he had to object and I in turn advised that I was simply informing him that we were going to use this space for the purposes stated above. I further indicated that the space eventually would be returned to the DD/I but this might be as far off as several years. Through Mr. Meloon I asked that word be passed to Logistics Services that they were free to use this space for turn-around purposes."

E-X-T-R-A-C-T

Distribution:  
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4 - DD/S Subject  
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